

## Credit Card - Phone Sales Form

### MERCHANT INFORMATION:

Merchant Name: LANL – Cashier's Office

Merchant Address: P.O. Box 1663, MS P231

Los Alamos, NM 87545

Merchant Telephone: 505-667-4090

Merchant Fax: 505-606-0102

1. Transaction Date: \_\_\_\_\_

2. Transaction Amount: \$ \_\_\_\_\_

3. Payment Description:

☐ Housing – Rent Apt # \_\_\_\_\_

☐ Housing – Application Fees

☐ Housing - Damage Deposit

☐ Travel - POA Trip # \_\_\_\_\_

☐ Insurance

☐ Parking Ticket Ticket # \_\_\_\_\_

☒ Conference Reg Fee U9 Code U9UR

4. Z number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

5. Name on credit card (exact name): \_\_\_\_\_

6. Credit Card Number: \_\_\_\_\_

7. Type of credit card: ☐ MC ☐ VISA

8. Credit card - Effective date \_\_\_\_\_

9. Credit card - Expiration date: \_\_\_\_\_

10. 3 digit security code on back of credit card: \_\_\_\_\_

11. Billing address:

\_\_\_\_\_  
\_\_\_\_\_

12. Authorization #: (merchant use only) \_\_\_\_\_

13. Cardholder Signature \_\_\_\_\_